



Department of Human Resources & Civil Service

Promotional Exam Announcement

Please Post Conspicuously

Maggie Brooks
County Executive

Brayton McK. Connard, SPHR
Director

Fairport, Greece, Rush-Henrietta, Spencerport and Webster Central School Districts

P-75665

Director of Facilities II

Application Fee:

None

Examination Date:

January 24, 2015* - Due to the size of candidate population for these examinations, you may be assigned to either Saturday, January 24, 2015 or Sunday, January 25, 2015 to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.

Application Deadline:

November 28, 2014 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.

Who May Apply:

Qualified employees of the Fairport, Greece, Rush-Henrietta, Spencerport or Webster Central School Districts

Salary:

Varies by agency

Employment Opportunities:

The **Fairport CSD** has **one (1)** position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a civil service list established as a result of this exam. The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Note to Applicants:

You must apply for both the statewide open-competitive examination and this promotion examination. Even if you are only interested in a promotion, you **MUST** take the corresponding statewide examination for the title listed above and for which you meet the minimum qualifications. Information on how to apply for the statewide open-competitive examinations can be found at www.cs.ny.gov.

Even though you must apply for both the statewide open-competitive examination and promotion examinations, you only have to take one examination which will be used to establish both the statewide open-competitive and the promotion eligible list for that title.

Promotion Qualifications: To participate in the written test to be held on January 24, 2015, you must be employed in one of the listed competitive class positions in one of the following school districts AND, meet the following open-competitive qualifications which are listed below:

Fairport Central School District:

Candidates must be permanently employed in the competitive class at the **Fairport Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Assistant Director of Buildings and Grounds or Custodial Supervisor** immediately preceding the date of the written test.

Greece Central School District:

Candidates must be permanently employed in the competitive class at the **Greece Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Custodial Foreman or Custodial Supervisor** immediately preceding the date of the written test.

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PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer

Rush-Henrietta Central School District:

Candidates must be permanently employed in the competitive class at **Rush-Henrietta Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Senior Architect** immediately preceding the date of the written test.

Spencerport Central School District:

Candidates must be permanently employed in the competitive class at the **Spencerport Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Assistant Supervisor of Building Maintenance** immediately preceding the date of the written test.

Webster Central School District:

Candidates must be permanently employed in the competitive class at the **Webster Central School District** and must have served continuously on a permanent basis for **twelve (12) months** holding the position of **Head Custodian** immediately preceding the date of the written test.

Open Competitive Qualifications: Either:

A. a bachelor's degree or higher-level degree in school facilities management, engineering, engineering technology, or building construction technology and two years of experience in school facilities maintenance, general building construction, building maintenance, or repair work in two or more of the skilled trades,* which included two years of supervisory experience; or

B. an associate's degree or higher-level degree in school facilities management, engineering, engineering technology, or building construction technology and four years of experience in school facilities maintenance, general building construction, building maintenance or repair work in two or more of the skilled trades,* which included two years of supervisory experience; or

C. six years of experience in school facilities maintenance, general building construction, building maintenance, or repair work in more than one of the skilled trades,* which included two years of supervisory experience.

**Skilled trades include journey level experience as a carpenter, electrician, mason, plumber and/or heating, ventilating, and air conditioning installers.*

Non-Qualifying Experience: Experience limited to building cleaning is not qualifying. Building cleaning is defined as activities primarily involving a variety of inside and outside activities including, but not limited to, washing walls and windows, polishing floors, cleaning restrooms, or disposing of refuse.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

Description of Duties:

A Director of Facilities II is responsible for planning, organizing and directing the custodial and maintenance activities of a school district's buildings and grounds department. The work is performed according to established policies and procedures and in accordance with applicable State, local and federal laws, rules and regulations which apply to school district facility operations and maintenance. Although certain activities are performed in the office, the incumbent of this position will, on occasion, be required to perform maintenance and repair related tasks and activities, which may be performed indoors or outdoors under adverse working conditions. This position differs from Director of Facilities I in that the incumbent has a greater scope of responsibility, and is typically responsible for the supervision of more than one unit. Supervision is exercised over subordinate supervisors and staff, which may include employees of the transportation department or those responsible for building safety and security. This position differs from Director of Facilities III in that this position is less administrative in nature. The work is performed under general supervision of a school district administrator, which may include the Superintendent, with leeway allowed for the exercise of independent judgment in carrying out details of the work.

Scope of Examination:

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

1. Administrative supervision

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

2. Review and interpretation of plans and specifications, the preparation of estimates, and oversight of contract compliance

These questions test for the ability to read and understand typical building plans, layouts, and technical specifications; the ability to calculate accurate estimates of material and labor costs, to oversee construction contracts, and to manage contract compliance.

3. Facilities management

These questions test for knowledge of the methods and materials used in the construction, alteration, maintenance and repair of physical plant facilities; the principles and practices involved in managing a building maintenance and energy conservation program; knowledge of typical contract documents; establishing and maintaining accident prevention and safety programs; and the principles and practices used by administrators when participating in the budget process. Questions may cover such areas as building structural elements, electrical and mechanical systems; proper building maintenance techniques, including determining the need for and scheduling repairs; energy conservation practices, including optimal heating plant and cooling system operation; reviewing and interpreting contracts; work place safety, including safety inspections, accident investigations, safety training, hazardous materials, personal protective equipment, and the mitigation of unsafe conditions; and program and capital budgeting, including estimating costs, budget proposals and justifications, controlling expenditures, and implementing the budget.

4. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **ALLOWED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

A “**Guide to Taking the Written Test for the Director of Facilities I/II/III Series**” will be available on the New York State website: www.cs.ny.gov/testing/localtestguides.cfm on or about November 3, 2014. Candidates not having access to a computer or the internet may request copy of the test guide by sending a self-addressed, stamped envelope to the address listed on the first page of this announcement. This guide contains sample test questions similar to the question that will be used in this written test.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

**Director of Facilities II, P-75665
(Fairport, Greece, Rush-Henrietta, Spencerport and Webster Central School Districts)**

Seniority:

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the date of original entry in the permanent classified service in accordance with the following schedule.

Less than 1 year	0 Points
1 year up to 6 years	1 Point
Over 6 years up to 11 years	2 Points
Over 11 years up to 16 years	3 Points
Over 16 years up to 21 years	4 Points
Over 21 years up to 26 years	5 Points

Seniority points will be calculated at the time of examination.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

If you have applied to take a written test announced by another local jurisdiction (county, town, city etc.) scheduled to be held on the same test date as the written test, you must notify must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form. All tests will be held at the state examination center.**

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700. If you have not received your admission notice for the open-competitive statewide examination you may call NYS toll free at 1-877-697-5627 [press 2, then press 1].

Issue Date: October 24, 2014